



ROBERTSON

Funeral and Cremation Service

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Contact our office at INQUIRIES@THROBERTSON.COM for assistance. **IN ORDER TO MAINTAIN ACCURACY AND EFFICIENCY, WE REQUIRE ONE POINT OF CONTACT FROM THE FAMILY FOR OBITUARY SUBMISSION.**

12:00PM DEADLINE for submitting the obituary to Robertson Funeral & Cremation Service for submission to the local newspaper for next-day publication.

All photographs must be submitted as .jpg/.jpeg format. Please do not crop the photo.

Basic Obituary Information

- Full name of the deceased, including nickname (if any)
- Age at death
- City, State of residence where they were living when they passed away
- Date of death
- Date of birth
- List of predeceased and/or survivors of the deceased
- Time, date, and place of visitation, funeral, and burial arrangements. If you don't have this information yet, you can write something like "Funeral Arrangements are incomplete and will be announced at a later date." Those who are interested may then contact the funeral home for more information. If you have the obituary run for more than one day and you have finalized the arrangements, you can alter this line to include the service details.
- Charitable contributions. If you prefer not to receive flowers, use the line "In lieu of flowers, donations may be made to ____." Enter the name and/or mailing address/web address of the charity/charities suggested.

Basic Obituary Template

LOVED ONE'S FULL NAME, AGE, of CITY, died (passed away, etc.) DATE (cause of death is optional). HE/SHE was born (PLACE, DATE OF BIRTH to PARENTS).

INSERT OPTIONAL BIOGRAPHICAL INFORMATION HERE

Education/degrees, employment history, accomplishments, organizations, activities, hobbies, etc.

LOVED ONE'S FIRST NAME was predeceased by LIST OF IMMEDIATE FAMILY/SPOUSE WHO DIED BEFORE YOUR LOVED ONE. HE/SHE is survived by SPOUSE; CHILDREN; GRANDCHILDREN; ETC.

Funeral arrangements will be held TIME AM/PM, DAY OF WEEK, DATE, at PLACE. (If charitable donations are preferred rather than flowers, include "In lieu of flowers, donations may be made to ____" and insert the charity or charities of choice.)

Optional Obituary Information

- **PHOTOGRAPH.** A photograph may or may not be included in an obituary. If you opt to include one in a newspaper obituary, you will need, at minimum, a wallet-sized photo of the individual alone. If the decedent is in a group photo, the newspaper will crop the image to ensure the quality remains high enough for printing. Please identify which person in the photo is the loved one so the correct image appears in the paper.
- City and state of birth
- City and state of other residences. This might be good to include if most of the person's life was spent living in a different place from where they died, if they lived in a town or city that was important to them, or if they were well known/did something notable in a previous town.
- Parent's names and residences (only provide the city, state). Some people only include these if they're still alive, but you can include the names as a tribute to the deceased parent(s).
- Children, Grandchildren, and Great-grandchildren and residences. If this list gets too long (remember, newspapers charge by the line), you can eliminate the names and locations and just list the number of survivors. (ex. 8 grandchildren and 17 great-grandchildren)
- Special pets
- Activities. Include things like churches, clubs, organizations, volunteer groups, hobbies, and other things that were important to your loved one.
- Vocation and places of employment.
- Notable accomplishments.
- Degrees and schools attended.
- Military service, wars fought.
- Date of marriage.
- Personality traits & anecdotes, sayings they were well-known for saying.
- How they died. Most people don't give this information, but it's up to you.
- Where people should make a memorial contribution. If you'd rather people not send flowers, tell them where they can make the contribution. Think of what your loved one (not you) would want to support.